



## Procedure for Internal Review of an Ongoing School Community Safety Order

*This procedure should be read in conjunction with the school's School Community Safety Orders Policy and Procedure located on our policy connect platform.*

<https://mansfieldrudolfsteiner.policyconnect.com.au/module/229/page/3aa19d69-3286-4d72-8077-7ca07c788e35.md>

1. Purpose this procedure outlines the steps for conducting an internal review of an ongoing School Community Safety Order (SCSO) at Mansfield Steiner School. This procedure ensures compliance with the School Community Safety Order Scheme (Scheme) established under Part 2.1A of the Education and Training Reform Act 2006 (Vic) (ETR Act) and aligns with the Victorian Department of Education's School Community Safety Order Scheme Ministerial Guidelines (Ministerial Guidelines).

1.1. Definition: A School Community Safety Order (SCSO) is a legal measure implemented under the Scheme to manage risks posed by a small minority of parents, carers, or other adults who engage in harmful, threatening, or abusive behaviour within the school community. The SCSO aims to protect the safety and well-being of staff, students, and the broader school community.

2. Definitions 2.1. School Community Safety Order (SCSO): A legally binding order issued under the Scheme to manage risks associated with harmful, threatening, or abusive behaviour by a small minority of parents, carers, or other adults within the school community. 2.2. Review Panel: A panel consisting of designated members responsible for conducting the internal review of an ongoing SCSO.

3. Notification 3.1. Upon receipt of a request for internal review of an ongoing SCSO, the designated staff member responsible for managing SCSOs will notify the Review Panel members about the review. 3.2. The person who requested the internal review shall be informed of the commencement of the review process, including an estimated timeline.

4. Composition of the Review Panel 4.1. The Review Panel shall consist of three members appointed by the school administration, ensuring independence, impartiality, and relevant expertise. 4.2. The panel members should not have any personal or professional conflicts of interest with the parties involved in the SCSO.

5. Review Process 5.1. The Review Panel will review all relevant documentation, including the original SCSO, any supporting evidence, and submissions provided by the parties involved. 5.2. The Review Panel may request additional information or seek clarification from the parties involved, if necessary. 5.3. The Review Panel will conduct interviews or meetings with relevant individuals, such as school staff, parents, and students, to gather additional information and perspectives. 5.4. The Review Panel will consider the Ministerial Guidelines



and ensure that the review process adheres to the principles outlined within. 5.5. The Review Panel may seek legal advice if required during the review process.

6. Review Outcomes 6.1. The Review Panel will provide a written report detailing the findings of the review process, including any recommendations for modifying, continuing, or terminating the SCSO. 6.2. The report will be submitted to the school administration within a specified timeframe, as determined by the school's policies or as required by the Ministerial Guidelines. 6.3. The school administration will review the report and consider the recommendations provided by the Review Panel. 6.4. If the SCSO is modified, continued, or terminated based on the review outcomes, the school administration will communicate the decision to the parties involved and any other relevant stakeholders. 6.5. The school administration's decision regarding the SCSO is final and not subject to further internal review. However, if necessary, the affected party may seek legal remedies through appropriate external channels.
7. Confidentiality and Privacy 7.1. All information obtained during the review process must be handled with strict confidentiality and in compliance with relevant privacy laws and regulations. 7.2. Access to the review report and related documentation should be limited to authorized individuals involved in the review process or those with a legitimate need to know.
8. Continuous Improvement 8.1. The school administration will periodically evaluate the effectiveness of the internal review process and make necessary improvements to ensure its efficiency, fairness, and compliance with the Scheme and Ministerial Guidelines. 8.2. Feedback from the parties involved and the Review Panel should be considered to enhance the quality and transparency of future reviews.

Note: This procedure should be read in conjunction with the Mansfield Steiner School's overall policies and procedures related to community safety, conduct, and dispute resolution.

**Policy Revised** – Glenn Hood June 2023. Sent to GC for review June 2023.

The next review date post-GC approval is June 2025.